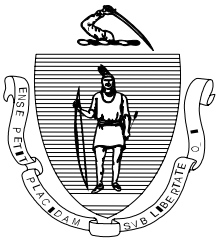


# Commonwealth of Massachusetts

## Child Support Case Registry Intake Form

***Complete this form if you have a court order for child support but do not want FULL child support enforcement services from DOR.***



# COMMONWEALTH OF MASSACHUSETTS

## CHILD SUPPORT CASE REGISTRY

### INTAKE FORM & INSTRUCTIONS

#### Who must fill out the Case Registry Form?

Federal and state law require every state to have one place – a case registry – that collects information from everyone who has a child support order. In Massachusetts, the Department of Revenue (DOR) maintains the case registry information.

Both parties to a child support order (both the party paying and the party receiving child support), must fill out the Case Registry Intake Form unless they already receive full child support services from DOR or they are in the process of filling out an application for full services. The Case Registry Intake Form is **NOT** an application for child support services from DOR. You can obtain an application for services at the court, on the DOR website at [www.mass.gov/cse](http://www.mass.gov/cse), via Fax-on-Demand at 617-887-1900 or by contacting our Customer Service Bureau at 1-800-332-2733.

**IMPORTANT:** Please carefully read the section titled “Safeguards For Those At Risk of Harm” and follow the steps indicated if the section applies to you.

#### What information must be provided?

You must complete the Case Registry Intake Form and you must attach to it the following:

- Copy of the most recent child support order;
- Copy of the most recent income assignment order (if separate from the child support order); and
- Copy of any separation agreement or stipulation which the court incorporated into a judgment.

**Important:** Your court order must include the following:

- The amount of the current child support obligation must be expressed as a dollar figure to be paid at a regular interval (e.g. weekly or monthly).
- The start date for the current support obligation must be clear (a specific month, day and year).

**ADDITIONALLY**, the obligation to pay current child support ends when the youngest child reaches the age of 18 unless the court order provides for child support to extend beyond the child's 18<sup>th</sup> birthday.

#### How is the information on the form used?

**1. As a record in the Massachusetts Child Support Case Registry.** The case registry contains information about all child support orders entered by Massachusetts courts. The information in the state registry is given to the federal child support case registry.

Other states may share the information in the federal case registry only in instances in which they are providing services to you or the other party.

**2. To receive and send out child support payments made by income assignment.** Federal and state law require employers to send all child support payments made by income assignment to one place. In Massachusetts, DOR processes the payments and sends them to the custodial parent.

DOR must receive and send out child support paid by income assignment even if neither party applies for DOR services.

**3. To notify you of any future child support actions.** You must notify us at (800) 332-2733 or via e-mail at [csegen@dor.state.ma.us](mailto:csegen@dor.state.ma.us) if your information changes. Massachusetts law requires both parties to a child support order to file with the child support case registry, and update as necessary, information about his or her:

- Residential, mailing, and e-mail addresses;
- Social Security number;
- Home and/or cell phone numbers;
- Driver's license number; and
- Name, address, & telephone of his or her employer.

The address information you provide will be used to notify you about future court actions in your case. If you do not fill out a new intake form when your address changes, notice of court action may not reach you. As a result, a court may make changes to your order, including a change to the amount, without your knowledge. If you use a post office box as your mailing address, then you must also give your residential address.

The intake form consists of pages 4-6. You may keep pages 1-3 for your own reference.



# COMMONWEALTH OF MASSACHUSETTS

## CHILD SUPPORT CASE REGISTRY

### INTAKE FORM & INSTRUCTIONS

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#### What do I do with the form after filling it out?

After you complete the Case Registry Intake Form with all of the information required, leave the form (pages 4-6) with the Register's office at the court. You may keep this instructional brochure for your own reference.

#### Safeguards for those at risk of harm

Information in the Child Support Case Registry is not public information and can be released to other states only in instances in which they are providing services to you or the other party. If disclosure of your information would place you or your children at risk of physical or emotional harm, DOR can take additional steps to safeguard your information.

If you want to request additional safeguards, you must complete Section 4 of the Case Registry Intake Form.

You can request additional safeguards if:

- You can provide reasonable evidence that disclosure of your information would place you or your children at risk of physical or emotional harm. (You must provide a brief written statement as to why disclosure of your information could result in harm to you or your children. You should list any supporting evidence such as a restraining order, police reports or any other records that document your situation.)

If a request for your information is made, you will have a chance to tell a judge why the information should not be disclosed. The court will then decide if the information will be released. There is no guarantee, however, that your information will remain confidential.

#### Child support payment information and instructions

**If you are the parent who pays child support,** and your court order provides for child support to be paid by income assignment (withheld directly from your paycheck), you **must** send payments to DOR with the payment stubs found on page 3 until you see the correct amount withheld from your paycheck.

Make photocopies of these stubs as necessary and send them with your payment.

Make your check or money order out to "Commonwealth of Massachusetts." **DO NOT** send cash. You must include your Social Security number on the payment stub as well as on your check or money order to ensure proper posting.

**If neither party applies for our services, DOR merely processes payments received. You are responsible for resolving income withholding issues with your employer. Similarly, you are responsible for notifying your employer when your obligation to pay child support ends.**

**If you are the parent who receives child support,** DOR offers direct deposit. We strongly suggest you choose to have your payments deposited directly into your checking or savings account. Payments will get to you much faster than by mail, the funds are available to you right away, and your payments cannot get lost or stolen. Further, your payments will continue uninterrupted even if you move. DOR does not charge a fee for direct deposit services.

To enroll in direct deposit, contact our Customer Service Bureau at 1-800-332-2733 and request an enrollment form. If you have a fax at work or home, you can also have the enrollment form faxed to you instantly by using our Fax-on-Demand system at 617-887-1900 and selecting "Document #5108."

After your case information is entered into our records, you will also have the option of applying for direct deposit online by visiting our website at [www.mass.gov/cse](http://www.mass.gov/cse).

If you do not have a bank account for direct deposit, DOR offers the "Child Support Card," a Visa-branded debit card that will be issued to you. You will be able to withdraw your child support payments at ATM's and use it to make purchases wherever Visa is accepted. The Child Support Card looks like a credit card and there is nothing on the card itself that indicates the funds are associated with child support payments.

Contact our Customer Service Bureau at 1-800-332-2733 to learn more about the Child Support Card.

**Commonwealth of Massachusetts****Department of Revenue**

Child Support Enforcement Division

*Make checks payable to: Commonwealth of Massachusetts**Mail checks to: Department of Revenue**Child Support Enforcement Division**P.O. Box 55144**Boston, MA 02205-5144*

COURT	DATE
YOUR NAME	SOCIAL SECURITY #
CUSTODIAL PARENT'S NAME	SOCIAL SECURITY #

AMOUNT OF PAYMENT  
➤ \$

**Commonwealth of Massachusetts****Department of Revenue**

Child Support Enforcement Division

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COURT	DATE
YOUR NAME	SOCIAL SECURITY #
CUSTODIAL PARENT'S NAME	SOCIAL SECURITY #

AMOUNT OF PAYMENT  
➤ \$

# COMMONWEALTH OF MASSACHUSETTS CHILD SUPPORT CASE REGISTRY INTAKE FORM

## FOR OFFICIAL USE ONLY

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> NEW      | <input type="checkbox"/> UPDATE                         |
| <input type="checkbox"/> CP       | <input type="checkbox"/> NCP                            |
| <input type="checkbox"/> SCR ONLY | <input type="checkbox"/> NON-IV-D WITHHOLDING           |
| <input type="checkbox"/> COMPLETE | <input type="checkbox"/> INCOMPLETE / RETURN TO PARTIES |

**Date Stamp**

FVI YES/NO (CIRCLE ONE) COURT ID# \_\_\_\_\_ DOCKET # \_\_\_\_\_

CURRENT SUPPORT \$ \_\_\_\_\_ ☐ WK ☐ MONTH ARREARS EST. \$ \_\_\_\_\_

WAGE ASSGNT. ☐ IMMED ☐ SUSP

## SECTION 1: YOUR INFORMATION

**You must complete the following information about yourself. Remember to attach a copy of your court order. (It is important that you contact our Customer Service Bureau at (800) 332-2733 or via email at [csegen@dor.state.ma.us](mailto:csegen@dor.state.ma.us) if there are any changes.)**

M/F

Name: Last First Middle Date of Birth Sex

Mailing Address: Street City/Town State Zip Code

Residential Address: Street City/Town State Zip Code

Social Security No. Driver's License No. Home Phone No.

Cell Phone No. Work Phone No.

**Are you currently employed? YES NO If yes, fill out the following about your employer.**

Employer Name Employer Telephone No.

Address: Street City/Town State Zip Code

**Are you represented by an attorney YES NO If yes, fill out the following information about your attorney.**

Address: Street City/Town State Zip Code

## SECTION 2: OTHER PARENT INFORMATION

Fill out this section with as much information as you know about the other parent.

Name: Last First Middle Date of Birth Sex

Mailing Address: Street City/Town State Zip Code

Residential Address: Street City/Town State Zip Code

Social Security No. Driver's License No. Home Phone No.

Cell Phone No. Work Phone No.

Is the other parent currently employed? YES NO If yes, fill out the following information.

Employer Name Employer Telephone No.

Address: Street City/Town State Zip Code

## SECTION 3: CHILDREN'S INFORMATION

List the full name, date of birth, Social Security number and sex of each child who is a subject of the child support order.

A.

B.

C.

D.

E.

What is your relationship to the child(ren)? Mother Father Other\*

\*If other, explain your relationship to each child:

#### SECTION 4: INFORMATION SAFEGUARDS FOR THOSE AT RISK OF HARM

Information in the Child Support Case Registry is not public information and can be released only to assist with child support enforcement efforts and to determine and enforce other parental rights. If disclosure of your information would place you or your children at risk of physical or emotional harm, DOR can take additional steps to safeguard your information by putting an address protection alert on our child support records about you. There is no guarantee, however, that your information will remain confidential. If a request for the information is made, you will have a chance to tell a judge why the information should not be disclosed. The court will then decide if the information will be released.

**I request the additional safeguards for me and my children because** I have reasonable evidence that disclosure of my information could result in physical or emotional harm to me or my children. *(Please describe your situation or attach any supporting evidence such as a restraining order from Massachusetts or another state, police reports or official records that document your situation.)*

#### SECTION 5: SIGNATURE

Before submitting this form, make sure you have attached a copy of your court order for child support. Sign on the line provided below and leave both the form and attached court order with the Register's office at the court.

**I certify that the information provided above is true to the best of my knowledge and belief.**

**X**

**Your Signature**

**Date**